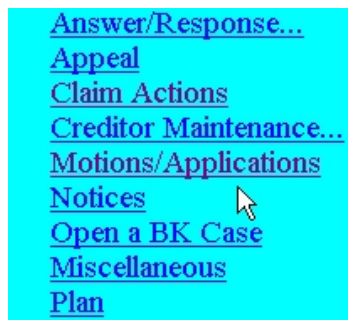
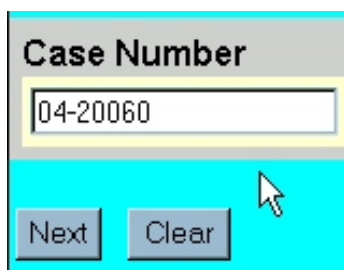


Motion to allow filing a late claim.

STEP 1 Select **Bankruptcy** from the *Main Menu*. Click **Motions/Applications** from the *Bankruptcy Events* menu.

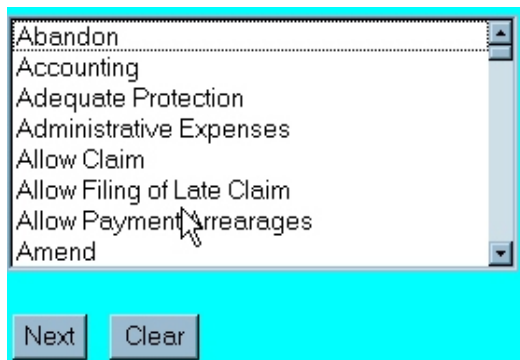


STEP 2 The **Case Number** screen displays.



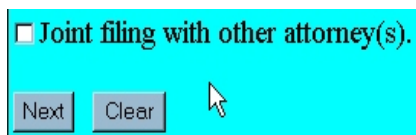
- ◆ **Case Number** - type the case number in YY-NNNNN format.
- ◆ Click **Next** to continue.

STEP 3 The select type of document being filed screen displays.



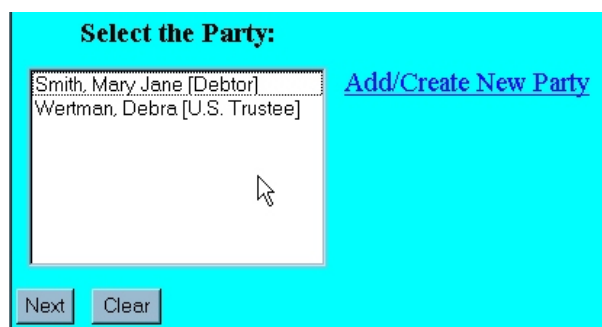
- ◆ Highlight type of document being filed (**Allow Filing of Late Claim**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



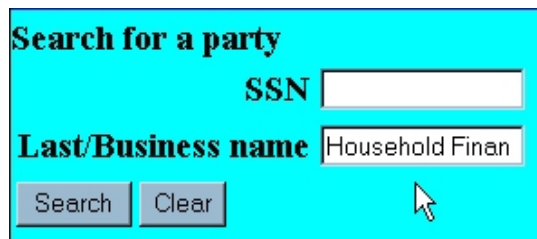
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



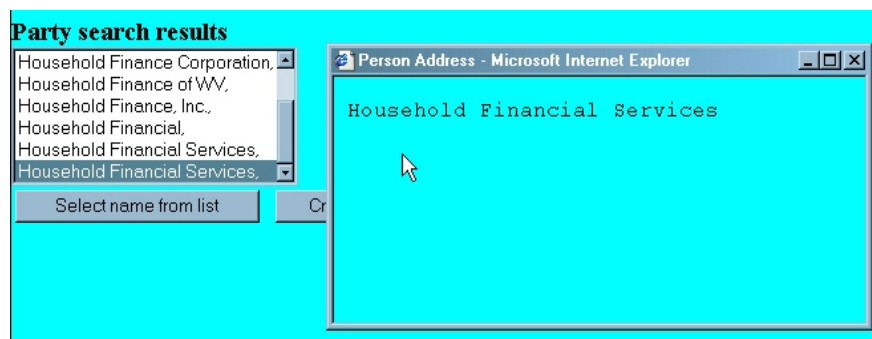
- ◆ If the party's name appears, click on the party's name and skip to **Step 10**;
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

STEP 6 The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- ◆ Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.



- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 8**.
- ◆ If party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen displays.

The screenshot shows a web form titled "Party Information". It contains several input fields for personal and contact information. The "Last name" field is pre-filled with "Household Finen". The "SSN" field is pre-filled with "222-11-1234". The "Role" dropdown menu is set to "Creditor (cr:cr)". At the bottom, there are three buttons: "Submit", "Cancel", and "Clear".

Last name	Household Finen	First name	
Middle name		Generation	
SSN	222-11-1234	Tax ID	
Office		Address 1	
Address 2		Address 3	
City		State	
County		Zip	
Country		Country	
Phone		Fax	
E-mail			
ProSe	no	Role	Creditor (cr:cr)
Party text			

Submit Cancel Clear

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays with your party highlighted.

The screenshot shows a window titled "Select the Party:". It contains a list box with three entries: "Household Financial Services, [Creditor]", "Smith, Mary Jane [Debtor]", and "Wertman, Debra [U.S. Trustee]". The first entry is highlighted. At the bottom, there are two buttons: "Next" and "Clear".

Select the Party:

Household Financial Services, [Creditor]
Smith, Mary Jane [Debtor]
Wertman, Debra [U.S. Trustee]

Next Clear

- ◆ Click on the **Next** button to continue.

STEP 11 An **Association** screen may display if no association has been made previously in the case.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☒ Household Financial Services, (pty:cr) represented by Bailey, Attorney (aty)

Next Clear

- ◆ Click in the box to make the appropriate association.
- ◆ Click on the **Next** button.

STEP 12 The **Select the pdf document** screen displays.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

O:\PDFfiles\Bankruptcy - Motion.pdf Browse...

Attachments to Document: ☐ No ☒ Yes

Next Clear

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

STEP 13 The **Attachment** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Proof of Claim Browse...

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Allow Late File

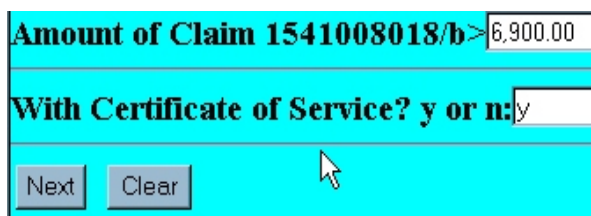
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List Remove from List

Next

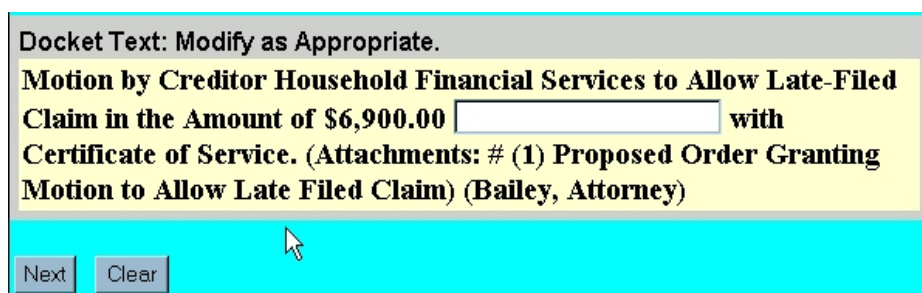
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add the selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Repeat these steps until all attachments have been added.
- ◆ Click on the **Next** button.

STEP 14 The **Claim Information and Certificate of Service** screen displays.



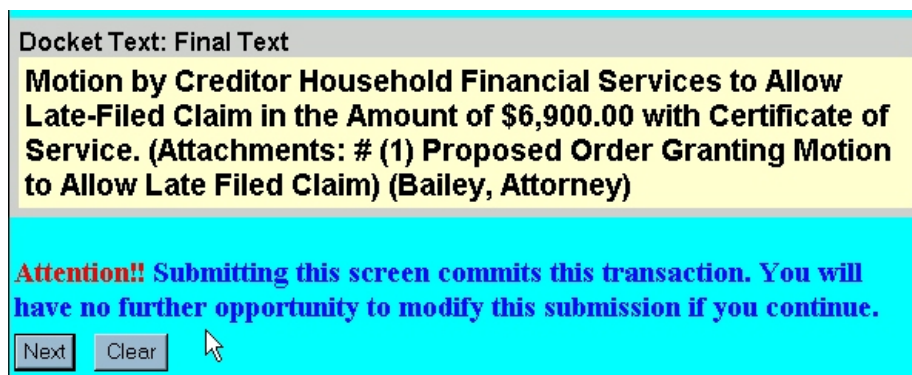
- ◆ Enter the Amount of the Claim (the sequence of numbers and symbols will display a “\$” sign in the live database).
- ◆ Enter a lowercase ‘y’ or ‘n’ in the text box to indicate if a certificate of service is attached.
- ◆ Click on the **Next** button.

STEP 15 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if needed.
- ◆ Click on the **Next** button.

STEP 16 The **Docket Text: Final Text** screen displays.



Docket Text: Final Text

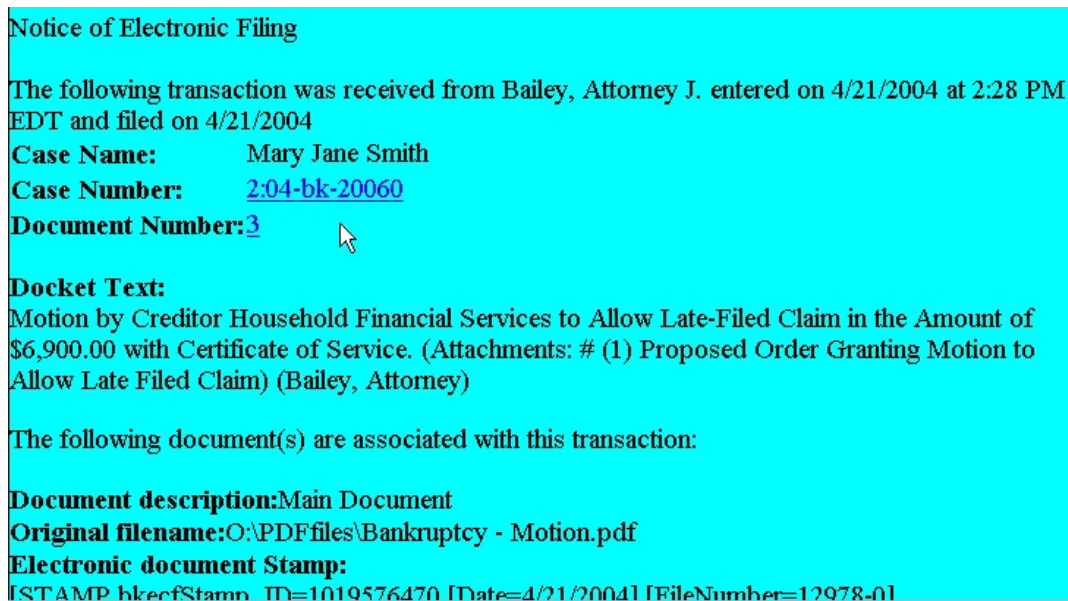
Motion by Creditor Household Financial Services to Allow Late-Filed Claim in the Amount of \$6,900.00 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Allow Late Filed Claim) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the Final Docket text. If correct, click **Next**.
- ◆ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 17 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 4/21/2004 at 2:28 PM EDT and filed on 4/21/2004

Case Name: Mary Jane Smith

Case Number: [2:04-bk-20060](#)

Document Number: 3

Docket Text:

Motion by Creditor Household Financial Services to Allow Late-Filed Claim in the Amount of \$6,900.00 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Allow Late Filed Claim) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf

Electronic document Stamp:

I:STAMP bkccfStamp ID=1019576470 [Date=4/21/2004] [FileNumber=12978-01]